



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Thomas L. Cooke, Chairman
David Aznavoorian, Vice Chair
Damin Sutherby, Clerk
Ralph Ford
Raymond Lisiecki
David McGinness
Kelly Brooks

Meeting Minutes for April 11, 2013

1) Call to Order

The meeting was called to order at 7:20 p.m. by Thomas Cooke, Chairman, at the Tewksbury Police Headquarters. Present were David Aznavoorian, Ralph Ford, Raymond Lisiecki, and David McGinness. Also present were Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary. Damin Sutherby and Kelly Brooks were not present.

2) Snow and Ice FY13 Budget Over Expenditure #9

MOTION: Mr. Aznavoorian made the motion to approve Snow and Ice Overage Report #9 in the amount of \$469,346.92; seconded by Mr. McGinness and the motion carried 5-0.

3) Lateral and Reserve Fund Transfers

None presented.

4) Correspondence

Mr. Lisiecki noted that he spoke with Jayne Miller regarding the Rails to Trails project. Ms. Miller informed him that the group will be attending the Finance Committee's public hearing on April 25, 2013.

5) FY2014 Department Budget Discussion and Recommendations

Department of Public Works (DPW)

Mr. Cooke provided the members with a draft copy of his liaison report on the DPW. Mr. Cooke recommends approval of the Town Manager's FY2014 DPW budget with the stipulation that the follow up answers are received. There is an overall increase in the DPW budget of approximately \$239,099.00. This increase is largely due to the 2% salary increases, salary for new employees in Fleet Maintenance (42%), and the fuel and diesel accounts being removed from the public safety and parks and recreation budgets to the DPW budget (192%). Mr. Cooke expressed concerns with the DPW overtime account and the offsets for fleet maintenance and requested an analysis be done on overtime. Mr.

Cooke noted that a narrative as requested from the town manager was not included with in the DPW budget. Mr. Montuori will look into this.

MOTION: Mr. Ford made the motion to approve the Town Manager's recommended FY14 DPW budget in the amount of \$1,759,715.00 with the stipulation that the requested information is received; seconded by Mr. Lisiecki and the motion carried 5-0.

Police Department

Mr. Cooke recused himself and left the room. The meeting was conducted by Mr. Aznavoorian.

Mr. Ford has forwarded his liaison report on the police department to the other members. Mr. McGinness had emailed Mr. Ford with questions regarding guns permit figures and why it takes so long for the permits to be issued. This has been forwarded to the Mr. Montuori and the police chief. Mr. Ford explained that the cost for a gun permit is \$100.00 of which \$75.00 goes to the State and \$25.00 goes to the town. Mr. Montuori explained that the revenue is approximately \$8,000.00. The amount of gun permits issued has increased from 2010. Mr. Montuori explained that the delay in issuance is typically as a result of the Department of Health and not the town. Mr. Montuori will research this matter further.

Mr. Aznavoorian noted that the Police Chief's narrative states how underfunded the overtime account is compared to sixteen other communities and requested the names of the communities be proved. Mr. Aznavoorian agrees that police overtime is underfunded. Mr. Montuori will look into this.

MOTION: Mr. Ford made the motion to approve the Town Manager's recommended FY14 Police Department budget in the amount of \$5,852,436.00; seconded by Mr. McGinness and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

Mr. Cooke returned.

Fire Department

Mr. Ford and Mr. Sutherby were the Committee's liasions for the fire department. Mr. Ford explained that because the firefighter's contract is currently under negotiations, they were unable to discuss the budget. Mr. Montuori suggested tabling the fire departmnet budget until he speaks with labor counsel.

MOTION: Mr. Ford made the motion to table the approval of the Town Manager's recommended FY14 Fire Department budget; seconded by Mr. Aznavoorian and the motion carried 4-0.

Shawsheen Valley Regional Vocational Technical High School

Mr. Montuori noted that the FY14 Shawsheen Tech budget has increased by approximately \$345,000.00

MOTION: Mr. Lisiecki made the motion to approve the Town Manager's recommended FY14 Shawsheen Valley Regional Vocational Technical High School budget in the amount of \$5,970,959.00; seconded by Mr. Ford and the motion carried 5-0.

6) School Department FY2014 Budget, Capital Outlay and Improvements

Mr. Lisiecki forwarded via email a compiled all of the questions from the Committee members regarding the school department budget as well as correspondence from the school department business manager, Jeff Sands, on how the shortfall in the school budget was addressed. The School Committee and Board of Selectmen have both approved the FY2014 School Department budget. Mr. Cooke noted that the School Department has been scheduled to attend the April 30, 2013 Finance Committee meeting to address any final questions or concerns that the members may have.

Discussion took place on the School Department Capital Improvement Plan. Mr. Montuori noted that there may be one additional change within the school department budget as the health insurance figures have been updated. As a result, there may be an additional \$70,000.00 to move around within the school budget. These funds will likely go to the areas that were cut to close the shortfall in their budget.

Mr. Cooke asked if the \$142,000.00 in energy rebates will be take off the bottom line figures and Mr. Montuori confirmed this. Mr. Cooke requested this information be obtained in writing. Ms. Kucala will look into this. Mr. Montuori noted that there is a warrant article that requests to set up a revolving fund for the rebates to ensure that these funds are put back into the buildings.

Mr. McGinness noted that it is his understanding that the legislature may increase State Aid. Mr. Montuori confirmed this and noted that it would likely only be by approximately \$100,000.00.

7) Future Meetings & Agenda Budget Items

The next meeting of the Finance Committee will take place on April 24, 2013. The Finance Committee's public hearing will take place on April 25, 2013.

8) **Approval of Meeting Minutes – February 28, 2013**

MOTION: Mr. Aznavoorian made the motion to approve the February 28, 2013 meeting minutes as presented; seconded by Mr. Lisiecki and the motion carried 5-0.

8) **Documents Presented and/or Discussed**

FY2014 Town and School Department Budgets
Liaison reports from Mr. Lisiecki and Mr. Cooke

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 8:49 p.m.; seconded by Mr. Sutherby and the motion carried 7-0.

Respectfully submitted,

Approved: _____
Damin Sutherby, Clerk

Date